

TITLE OF POSITION: Accounting Manager

REPORTS TO: Executive Vice President

SCOPE OF WORK:

Perform various accounting functions and directs the accounting and reporting system activities such as accounts receivable and payable processing, accurate financial transaction posting, and financial report and statement preparation. Projects cash flow requirements, corresponds with investment managers of cash investments and manages bank balances to meet organizational needs. Performs all work within established guidelines of the AGC of ND, ND Ready Mix Association/ND Concrete Council policy and GAAP.

ESSENTIAL JOB FUNCTIONS:

Process accounts payable and receivable including implementation of effective monitoring, verification and coding procedures to ensure accuracy.

Maintain a general ledger and prepare monthly financial statements.

Perform various accounting functions such as journal entries, separate account and bank reconciliations, special reports, pension fund contributions, etc.

Record accounts receivable and make bank deposits. Correspond with individuals about their account balances.

Prepare accounts payable checks and payroll. Maintain payroll accounts and payment of payroll taxes and related liabilities. Prepare quarterly tax reports.

Compute, print and mail monthly volume dues invoices along with monthly statements.

Analyzes cash flow requirements and corresponds with investment managers to meet organizational needs.

Prepare and document reimbursement requests for a grant with grant project administrators.

Prepare and document all information necessary to carry out the annual audit.

Assist in the preparation of the Association's yearly budget.

Studies and evaluates accounting operations and helps in the implementation of new accounting software programs.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be

requested to perform job-related tasks other than those specifically presented in this description.

JOB REQUIREMENTS:

Knowledge, Skills, and Abilities

Education and experience to develop and maintain an accurate and sound financial accounting and reporting system. Ability to formulate accurate records to prepare a Balance Sheet and Statement of Income and Expenses for audit, monthly and annual reports to the Board of Directors. Should be capable of participating and assisting in preparation of Association's budget.

Knowledge of accounting theory, concepts and practices applicable to accounting requirements of governmental agencies. Knowledge of accounting guidelines and procedures of GAAP and AGC of ND.

Possess mathematical and analytical skills for monitoring accounting records and resolving accounting problems.

Possess computer skills with ability to utilize word processing and spreadsheet software.

Possess strong oral and written communication skills.

EDUCATION & EXPERIENCE REQUIRED:

Bachelor's degree in Accounting or equivalent experience.

One to two years of non-profit accounting experience including areas of accounts receivable, payable, payroll/benefits and accounts reporting.